

## PAVEMENT LICENCE APPLICATION

**Business and Planning Act 2020  
Levelling Up and Regeneration Act 2023, Schedule 22.**

Application for a 2-year pavement licence on the highway, in relation to a relevant business. If the business does not provide food and drink as part of its usual work, then you cannot use this form and you must apply to the Highways Department at Norfolk County Council.

<b>Section A – applicant details</b>			
First name	Dawn	Surname	Robertson
Telephone	[REDACTED]	Mobile no	
<b>Applicant address</b>			
Two Magpies Bakery Ltd 27 Market Hill Framlingham Suffolk, IP13 9AN			
Email	dawn@twomagpiesbakery.co.uk		
Trading name of premises	Two Magpies Bakery Ltd		
<b>Address of premises to be licensed</b>			
<b>Two Magpies Bakery Ltd</b> Unit 2, Old Pauls Maltings, The Quay, Wells-next-the-Sea NR23 1AH			
Premises telephone number	<a href="tel:01328711327">01328 711327</a>		
Premises email	cafewellst@twomagpiesbakery.co.uk		

**Section B – licence details**

**Please specify the purpose for which the furniture will be used (tick all that apply)**

<input type="checkbox"/>	a) To sell or serve non-alcoholic food and drink supplied from, or in connection with use of the premises
<input checked="" type="checkbox"/>	b) For customers to consume food and drink supplied from the premises
<input type="checkbox"/>	c) To sell or serve alcoholic drinks (premises licence holders only)

If you ticked c) above, you must provide the **premises licence** number in the box below:

Name of <b>premises licence</b> holder	
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What is the size of the proposed licensed area?

Width (cm)	55	Depth (cm)	115
Proposed number of tables	2		
Proposed number of chairs	4		
How many parasols do you intend to use	0		
How many space heaters do you intend to use*	0		

\*If you intend to use space heaters you will need to submit a fire risk assessment with your application.

Please give brief description of proposed **furniture**. Include technical details and supplier information.

**Café tables & chairs as per photo**

Provide brief description of proposed **enclosures**. Include technical details and supplier information.

**n/a**

**Pavement licences will not be granted before 7am or after 11pm.** During what times do you propose to place furniture on the highway? Please use 24-hour clock

Monday	8 to 5
Tuesday	8 to 5
Wednesday	8 to 5
Thursday	8 to 5
Friday	8 to 5
Saturday	8 to 5
Sunday	8 to 5

## Section C - compulsory requirements

### All pavement licences are issued subject to the following conditions:

x	The licence holder shall ensure that use of the authorised area does not cause a noise nuisance to nearby properties.
x	The licence holder shall ensure that empty containers and crockery are removed from the licensed area on a regular basis.
x	The licence holder shall ensure that any litter is cleared from the licensed area on a regular basis, disposed of in the premises' own waste bins, not those on the highway. The area must be kept in a clean and orderly manner.
x	Use of the licensed area must not obstruct the highway for disabled people and unless otherwise specified, a minimum 1500cm space between the perimeter of the licensed area and the kerb is required to be maintained (measured perpendicular from the licensed area).
x	A-boards, advertising signs, beer kegs, bottle crates or any other unsightly or unapproved items must not be placed on or adjacent to the licensed area.
x	Furniture, means of enclosure and, if appropriate, parasols or space heaters must not be stored on the highway when not in use or when the premises is closed.
x	The tables, chairs and any other furniture provided, must conform to the details of the pavement licence application, unless the licensing authority gives written approval of any change.
x	The licence holder shall be responsible for making good any damage caused to the site in the exercise of this licence.
x	Tables, chairs and parasols shall be removed from the licensed area if: <ul style="list-style-type: none"> <li>• works to the area are to be undertaken by the Council, the highway authority, or a utility provider</li> <li>• requested by a police officer or enforcement officer, to ensure public safety.</li> </ul>
x	The licence must be prominently displayed to be visible from the highway and it must be available for inspection at reasonable times.
x	When drinks are served on the licensed area in glasses, they must be made of toughened or tempered safety glass.
x	The licence holder shall ensure activity taking place under the pavement licence does not lead to obstruction of the highway or any means of escape in the vicinity of the authorised area.



<b>SECTION E - documentation required</b>	
<input type="checkbox"/>	A plan clearly outlining the premises and proposed area to be licensed – suggested scale 1:100 or 1:150
<input type="checkbox"/>	<p>A 1:100 or 1:150 scale site plan (where possible) showing</p> <ul style="list-style-type: none"> <li>a) the building line of the application premises and adjacent buildings</li> <li>b) location of the kerb line</li> <li>c) perpendicular distance between the building line and the kerb line</li> <li>d) the precise boundary of the proposed licensed area giving measurements of the width and depth of the area</li> <li>e) location of all accesses on your frontage including fire exits</li> <li>f) location of existing obstructions within or near to the pavement area (such as: lampposts, bollards, trees and similar)</li> <li>g) the size and location of the proposed tables, chairs and other furniture</li> <li>h) the size and location of enclosures and barriers</li> </ul>
<input type="checkbox"/>	Photographs, brochures, or scaled drawings showing design, dimensions, colour, and materials of the tables and chairs you propose to use.
<input type="checkbox"/>	Photographs, brochures, or scaled drawings showing design, dimensions, colour, and materials of proposed means of enclosure.
<input type="checkbox"/>	Design and access statement showing the provision made for people with sensory and physical disabilities.
<input type="checkbox"/>	Third party public liability insurance certification up to the value of £5 million.
<input type="checkbox"/>	Payment of the appropriate application fee.
<input type="checkbox"/>	If you propose to use space heaters you must also provide a fire risk assessment
<input type="checkbox"/>	Photos of the site notice to demonstrate it has been properly displayed